

MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
External/Internal

Job Title: Administrative Specialist (Religious Activity Coordinator)

Pay Band: 5, \$14.26 - \$17.80hr.

Position Number: 22625

Classification Code: 131915

Department: Corrections

Division: Montana State Prison

Bargaining Unit: None

Status: Permanent/full-time

Shift/Days off: negotiable

Location: Deer Lodge

To Apply: Submit a State of Montana Application form to the Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722 by December 22, 2006.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. **LAUTENBERG AMENDMENT:** This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C., Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Typical Duties: Provides primary leadership, supervision, administration, and coordination in the delivery, design, implementation, and review of religious and volunteer programs under the general supervision of the Associate Warden of Operations. Supervises the operation of religious activities and volunteers in developing and implementing policies, procedures, and priorities consistent with MSP policies, procedures, missions and goals. Will be responsible for the overall management of the volunteer program, which includes reporting, screening, participation, orientation, training, record keeping and recruitment of religious and non-religious volunteers. Prepares and/or arranges for regular and special religious services, instruction, administering of sacraments, ordinances, and other religious rites. Develops and maintains effective and cooperative relationships and partnerships with MSP chaplains, community religious organizations, spiritual leaders, and representatives of various denominations to assist in the provision of essential religious program services and resources. Represents MSP in all religious/spiritual matters affecting the inmate population and provide training, consultation and technical assistance to administrative and line staff. Monitors religious programs that take into account the diverse religious/spiritual needs of the inmate population. Develops and manages the religious program budget to include maintenance of facility (RAC) and equipment. Insures provision of pastoral care, counseling, and guidance for institutional residents, their families, and institutional staff. Participates in institutional staff meetings for exchange of information regarding inmates, religious programs, procedures, and other current concerns. Develops and monitors an ecumenical religious library. Promotes various seminars and retreats, bringing inmates and outside religious programs together. Provides orientation to new residents in Reception Unit regarding availability of chaplaincy services and programs. Responsible to evaluate the overall effectiveness of the religious programs and services, as well as personnel providing the programs and services. Attend workshops or conferences, conduct research of chaplaincy and religious models to develop awareness of innovative programs and projects in a correctional setting. Performs other related work as requested.

Qualifications: Requires good knowledge of security practices, policy and procedures regarding the operation of a prison. Requires some knowledge of management practices, needs of incarcerated individuals, and their families. The incumbent should possess good knowledge of religious denominations and neutrality about their beliefs and practices, basic theory and methods of religious counseling. Experience in planning, developing, evaluating, and maintaining religious and volunteer programs, and recruiting and training volunteers is necessary. The incumbent must be able to: Communicate effectively orally and in writing; Establish, maintain, and use networks of people to bring about change; Limit rumors and create an effective team network through effective communication with subordinates and supervisors; Analyze, assemble, and compile information for reports, audits, and surveys; Possess supervisory skill and leadership; Empower associates through delegation of authority and responsibility when appropriate; Actively manage employee and facility safety; Provide staff with resources to get the job done; Provide vision and direction by managing, developing, coordinating and influencing the activity of others; Use analytical thinking to gather information and take a reasonable approach to solving problems; Develop short and long term goals and plans that are appropriately comprehensive, creative, realistic, and effective in meeting goals; Appropriately balance needs and desires with available resources and constraints; Prioritize and organize work

it; Follow through and meet commitments and agreements; Make decisions that benefit the organization even if the decisions are unpopular; Act with initiative, exercises good judgment, and models good management techniques.

Education & Experience: The above requirements are typically acquired through a combination of education and/or experience equivalent to a Bachelor's degree in criminology, psychology, and sociology or related and 1 to 2 years of job related experience. Preference for MA in Counseling or Divinity. Clinical Pastoral Education in prison work recommended.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Band 5 on the state's general pay matrix. The current annual salary is \$29,669 - \$37,024. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320 ext. 2229.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

In a scored procedure, an overall score of 70 percent must be attained on qualifications and capabilities, if evaluated, in order to be considered for employment. A behavior based interview may be conducted as part of the selection process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All new employees are subject to a minimum of 6 months probation.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete, or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: _____
(please type or print)

Other Names Used: _____

Social Security Number: _____

Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____

Date: _____